CFM® Exam – Paper to Digital Initiative

Frequently Asked Questions (FAQ)

1. Can exams still be offered in paper format?

   To accommodate exam takers during the transition to a digital exam, CBOR determined that paper exams may be scheduled through the end of 2021 with all existing exam candidate and proctoring requirements (e.g., must register minimum number of exam-takers, proctors must be a CFM in good standing, etc.)

2. When will paper exams be phased out?

   For exam security reasons, CBOR plans to phase out paper exams beginning in 2022, but only after the digital equivalent is available consistently and reliably nationwide. Paper exams will still be available in certain circumstances such as ADA or other exceptional candidate hardship cases.

3. Are chapters able to offer a digital exam at their conference location?

   Electronic exams offered at Chapter events will be pilot tested in late summer/fall of 2021. However, CBOR plans to decouple the exam occurring at the end of a "refresher training" as this gives the unrealistic expectation that a few days of training at a conference is adequate preparation to pass the exam. An exam offered after the culmination of robust study preparation is more desirable. Any Chapter that would like to participate in the pilot testing of the digital exam should contact Louie Greenwell (louie@floods.org).

4. How can chapters support the roll out of the digital exam?

   Chapters can begin sharing the news about the digital exam offering beginning in the Fall of 2021. Chapters are also encouraged to provide any feedback to ASFPM regarding candidate experiences (good or bad).

5. Can the digital exam be taken at any Scantron test site?

   When candidates register to take the exam through ASFPM, they will receive a Notice to Schedule email from Scantron which includes a username/password and instructions to register for a testing center that meets their preferred location and timeframe (i.e. show me test centers in my city that have availability within the next 2-weeks). They can change their location/timeframe search as needed to get more options. A list of testing locations can be found [here](#).

6. Can the digital exam be taken online?

   Yes, the digital exam can be taken online at your home or office. You need a camera on your computer so a live person can scan the surroundings for exam security purposes and they will watch you take the exam. You also need a stable internet connection. More information about the online option can he found [here.](#)

7. What does it cost to take the digital exam?

   The national exam fee is $185 for ASFPM members (includes 2-years of CFM Certification) and $565 for non-members. Candidates from Accredited Chapters will pay certification and processing fees as prescribed by their respective Chapter as well as an $85 digital exam fee.

8. How does a candidate know if they have passed or failed the digital exam and how long does it take to get the results?

   Exam results are provided immediately after the exam is completed. An exam score report is provided to the candidate on-screen and a follow-up email is provided by Scantron with instructions for how to download the report.

9. What do I do if I pass the exam?

   Successful ASFPM candidates should wait a few weeks for your official CFM Certificate to arrive in the mail. Candidates from Accredited Chapters should follow up with your Chapter as appropriate for additional certification steps, if any.

10. What do I do if I fail the exam?

    The exam score report includes a breakdown by category of how you performed. This information can be used to help focus additional study. The CFM Exam Collection, in the ASFPM Library, provides all the reference materials needed to help you study for the exam. When you are ready to register to retake the exam, follow **one** of the options below:

    - If you live in an Accredited Chapter state, contact them to begin the exam retake process;
    - All other candidates can download, complete, and return the CFM Digital Exam Retake Application form with appropriate fee.